

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

Dept of Fish and Game  
1416 9th St, Rm 1244, Acct.  
Sacramento, CA 95814



Employee Name	MCCAMMAN, John
Expense Dates	07/13/10-08/30/10
Total Expense Amount	352.40
Amount Due Employee	31.00
Form ID	TEA000725383

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	07/13	Parking, Auto	13.00	
2)	08/30	Parking, Auto	18.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

TRIP EXCEPTION(S)			
	Item	Exception	Response
1)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	No: was not able to walk to this meeting

I have reviewed the following documents.

Approved  
by:

Helen E CARRIKER

# Travel & Expense Account Summary

Employee Name John MCCAMMAN  
Expense Dates 07/13/10-08/30/10  
Report Name JulyAug2010

Request Total \$ 352.40  
Direct Charge Total - 321.40  
Travel Advances - 0.00  
Net Due Employee = 31.00

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Aug2010	18.00
Regular Travel	July2010	334.40

DATE	Tue Jul 13									TOTAL
Commercial Air Fare (d)	321.40									321.40
Parking, Auto	13.00									13.00
TOTALS \$	334.40									334.40

DATE	Mon Aug 30									TOTAL
Parking, Auto	18.00									18.00
TOTALS \$	18.00									18.00

<b>Travel &amp; Expense Account Summary &amp; Detail</b>
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<b>Trip/Expense Category</b>	<b>Trip Name</b>	<b>Date</b>	<b>Expense Item</b>	<b>Amount</b>	<b>Payment Type</b>
Regular Travel	July2010	07/13/10	Commercial Air Fare	321.40	Direct Charge
Regular Travel	July2010	07/13/10	Parking, Auto	13.00	Cash
Regular Travel	Aug2010	08/30/10	Parking, Auto	18.00	Cash